



**COMMERCIAL-IN-CONFIDENCE**

	<b>Horizon Commercial Forum</b> <b>Minutes of Meeting No. 2</b> <b>Held on: 19 Feb 2003</b>	
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**Present**

<i>Name</i>	<i>Initials</i>	<i>Org.</i>	<i>Role</i>
Keith Baines*	KB	Post Office	Contract Manager (FS)
Dawn Brookes	DB	Post Office	Strategic Finance
Mike Hannon#	MH	Post Office	Commercial and Contract Manager (FS)
Colin Lenton-Smith*	CLS	Fujitsu	Director Commercial and Finance
Hilary Forrest	HF	Fujitsu	Commercial & Contracts Manager
Bryony Carter	BC	Fujitsu	Financial Controller
Pam Purewal	PP	Fujitsu	Commercial Executive

\* denotes Lead Attendee(s)

# denotes minute-taker

**Apologies**

(Note: if a member of a Forum is not able to attend a meeting, a fully empowered deputy shall be nominated by the relevant Lead Attendee to take his/her place. Schedule 4 para 1.1.4)

<i>Name</i>	<i>Initials</i>	<i>Org.</i>	<i>Role</i>
Tam Curran	TC	Post Office	Commercial Manager Purchasing Services

**Copies to**

Post Office:	Nicholas Samuel, Dick Brazear
Fujitsu Services:	Post Office Account Document Management



**Meeting Agenda** (as set out in Schedule 4 for the relevant Forum)

1. Review Actions
2. Ordering and Invoice Process
3. Commercial Terms for Work Orders
4. Oversight of carrying out Work Orders
5. Management of Price Review
6. Escalated disputes
7. Agree report for Executive Forum
8. AOB
9. DONM

Next meeting No 3 14.00 -16.00 , 26 March 2003. – Room 309,148 Old Street,

**Review of Previous Actions**

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Ref	ACTION	By Whom (Inits)	Target Date	STATUS (I=in progress, M=monitoring, C=closed)
1.1	Fujitsu to provide a draft layout of the proposed Invoice sheet to PO Ltd.	BC	31/01/03	Closed
1.2	Codified Agreement Invoice layout to be used until the revised layout has been agreed. Additional supporting information may be required.			
1.3	Fujitsu to provide a draft of the CCN template to PO Ltd for review	HF	31/01/03	Closed
1.4	PO Ltd to provide first draft of where the PO responsibilities are to be moved in the Agreement.	MH	31/01/03	Closed
1.5	Fujitsu to provide further details of staff identified in the Agreement.	CLS	31/01/03	Closed
1.6	Fujitsu have placed the order for memory upgrade.			
1.7	Completion of review of Software to be provided by Fujitsu by last week in Feb to support Novation.	CLS	28/02/03	Closed
1.8	PO Ltd and Fujitsu will continue to review list of errors identified in the Agreement and set up meeting prior to the next Commercial Forum to discuss issue.	MH/HF	31/01/03	Closed
1.9	PO Ltd and Fujitsu to continue to review errors and population of CCD list and set up a meeting prior to the next Commercial Forum to discuss issues.	MH/HF	31/01/03	Closed
1.10	Change control processes will be reviewed periodically at the Commercial Forum			
1.11	PO Ltd to provide draft of Commercial Terms to Fujitsu by 29/01/03	MH	29/01/03	Closed
1.12	Fujitsu will provide first drafts of NDA's	HF	31/03/03	In Progress
1.13	Discussion to be undertaken between KB/Mike wells and Tony Oppenheim/Liam Foley regarding the utilisation of prepaid SI resource before 31/12/02 will be undertaken 28/01/03.			
1.14	Further details required to Support CT 0002/0003 before sign-off can be achieved.	CLS	24/01/03	Closed
1.15	MH to provide any information PO Ltd has regarding the Live Trial CCN's	MH	24/01/03	Closed
1.16	PO Ltd will respond to Fujitsu regarding the outstanding OBCS compensation claim.	KB	31/01/03 07/03/02	In Progress
1.17	Fujitsu to review why OBCS Remedies have not been Credited to PO Ltd.	CLS	31/01/03	Closed

**New Action Points, Decisions Recorded, Items Noted**





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Ref	ACTION/DECISION/NOTED –details	By Whom (Inits)	Target Date
2.1	Invoice layout CCD to be removed from CCD list during the next baseline of the CCD	Agreed	
2.2	PO Ltd to review Changes made to the CCN, CWP and CTSS templates <i>Ref 1.3&amp; 2.7</i>	KB	28/02/03
2.3	FS to provide response to On going PO Responsibilities Document (hor/con/001)	HF	10/03/03
2.4	PO Ltd to review appropriate timescale for invoice for memory upgrade and advise at next Commercial Forum. <i>Ref 1.6</i>	DB	26/03/03
2.5	FS to provide response to draft standard terms and conditions for Professional Services. <i>Ref 1.11</i>	HF	21/02/03
2.6	Following response to standard terms and conditions for Professional Services PO Ltd and FS to discuss how the other standard Terms can be progressed. <i>Ref 2.4</i>	MH/HF	28/02/03
2.7	PO Ltd to review Purchase Order process to see if it is possible to improve the timescale to obtain a number.	DB	26/03/03
2.8	KB proposed a change to the CT sign-off form to remove the Purchase Order number from the form and provide the number at a later date through Change Management. FS to see if this change can be accommodated on their systems.	HF	26/03/03
2.9	PO Ltd investigate the Purchase Order delivery address and ensure all are addressed to Fujitsu Change Management	DB	26/03/03
2.10	It was noted that Fujitsu (TO & PJ) had an action from the Demand Planning Forum to propose changes to the CT form. FS to propose an interim solution that can be used in the meantime.	CLS	26/03/03
2.11	CT0005a - an extension to sign off date was agreed and PO Ltd to put formal extension request through Change Control.	MH	21/02/03
2.12	CT0007 - an extension to sign off date was agreed and PO Ltd to put formal extension request through Change Control.	MH	21/02/03
2.13	CT0009 – It was agreed that the discussion regarding the value of the CT would have to wait until Mike Wells and Liam Foley returned from leave. A date of the 4/3/03 was agreed. PO Ltd to put formal extension request through Change Control.	MH	21/02/03
2.14	CT0013- an extension to sign off date was agreed and PO Ltd to put formal extension request through Change Control.	MH	21/02/03
2.15	PO Ltd to review status of Invoice No 0209085. PO Ltd also to review payment status of invoices/credit notes for the following numbers: 0301247, 0301248, 0301249, 0301250.	DB	21/02/03
2.16	FS to provide a draft CCN for RPI change using final index published on government web site.	PP	26/03/03
2.17	It was agreed that as this will be the first time that Soft Change had been used to amend prices in documents particular attention would need to be paid to application of the RPI changes.		
2.18	It was agreed that a joint report was to be provided by the Commercial Forum to the Executive Forum. PO Ltd to provide first draft to FS	KB	20/02/03
2.19	Extension of Wigan and Bootle lease, S12 Row 16. PO Ltd to assign ownership of the event.	KB	26/03/03

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2.20	In addition to Debtors Report provided for Commercial Forum, FS to provide KB and DB with the FS month end debtors statement.	<b>BC</b>	<b>first one by 10/03/03</b>
2.21	It was agreed that the Joint Architecture Forum should own the decision regarding whether it is acceptable to have the processes and procedures for Debit Card documented only in the Working Document " <i>Debit Card Project: Counter Dialogue - Activity &amp; Screen Flows</i> " (NB/SPE/013).		

**Documents Approved Since Last Forum (To be changed on CCD List) \***

\* optional section, may be omitted by Forums not requiring it

Reference	Version	Title	Submitted By

**Disputes for Forum Review\***

(Note: See Annex 2 to Schedule 4, paragraphs 2 and 3.1)

\* optional section, may be omitted by Forums not requiring it

Reference	Brief Description and List of Related Documents	Referred by	Next Action	Date of Next Action

Agreed as a true and complete record of the meeting:

Signature: \_\_\_\_\_



Signature: \_\_\_\_\_

For Post Office Ltd.

For Fujitsu Services Ltd.

Note: Governance Forum Minutes are to be agreed as a true and complete record either at the meeting or within 48 hours of the end of the meeting (Schedule 4 paragraph 1.1.5). Alternatively, by exchange of digitally signed emails between authorised signatories.

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**Communication summary**

Key points from the meeting are tabulated below for the information of other Horizon Governance Forums.

Exec Forum	New Business Forum	Demand Planning Forum	Service Mgmt Forum	Joint Architecture Forum	Project Boards	Action or Decision
			✓			PO Ltd will respond to Fujitsu regarding the outstanding OBCS compensation claim
		✓				KB proposed a change to the CT sign-off form to remove the Purchase Order number from the form and provide the number at a later date through Change Management. FS to see if this change can be accommodated on their systems.
	✓	✓	✓			FS to provide draft CCN for RPI change
				✓		It was agreed that the Joint Architecture Forum should own the decision regarding whether it is acceptable to have the processes and procedures for Debit Card documented only in the Working Document " <i>Debit Card Project: Counter Dialogue - Activity &amp; Screen Flows</i> " (NB/SPE/013).